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Security Information

24 January 1952

MEMORANDUM TO: [REDACTED]

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FROM : Executive Secretary/Career Service Committee
SUBJECT : Formation of new Working Group and presentation
by [REDACTED]

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1. At its meeting on 22 January 1952, the Career Service Committee accepted the recommendation of [REDACTED] that a new Working Group composed of the addressees be charged with the responsibility of:

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- a. Recommending how, within the [Office] Career Service Boards, the evaluation and appraisal of an employee can be integrated with the determination of a development program for that employee.
- b. Refining, in greater detail, the responsibilities and procedures to be used by the CIA Career Service Board and the [Office] Career Service Boards.

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2. [REDACTED] of the Working Group on Rotation will make a presentation on Wednesday, 30 January 1952, at 10:00 A.M. in the CIA Orientations Room, 117 Central Building to the personnel of the new Working Group and the Chairman of the other Working Groups. After the presentation, the new Working Group will organize itself and then get to work. The Career Service Committee will expect a report before the end of February from the new Working Group.

FOR THE CAREER SERVICE COMMITTEE

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cc: [REDACTED]

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Members of Career Service Committee

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